

Calendar Events

The Calendar Events Report provides a list of all scheduled events by day. The report provides full docket text and criteria selection by dictionary event. This module will demonstrate the steps to follow to print a Calendar Events Report.

- STEP 1** Click the Reports hypertext link on the CM/ECF main menu.
- STEP 2** The **Reports** screen displays.
- ◆ Click the Calendar Events hypertext link.
- STEP 3** The **Report Selection Options** screen displays. (See Figure 1)

Figure 1

- ◆ Enter the complete case number (office code-yy-bk-nnnnn). Although the report can be produced on a case-by-case basis, this is not a required field. Leaving the case number blank will produce a report of all cases for the criteria selected.
- ◆ The **Judge** category defaults to 'blank' which means 'all' Judges will be included in the Calendar Report. To limit the report to a specific Judge, click the down arrow ▼ and select the Judge. Select more than one Judge by holding down the **[Ctrl]** key and clicking on additional Judge names.
- ◆ The **Office** category does not have a default. You must select the office. To select the office, click the down arrow ▼ and select the Office. Select more

than one Office by holding down the **[Ctrl]** key and clicking on additional office names.

- ◆ The **Calendar Events** category defaults to 'All Hearings'. Other event categories may be chosen to be included in the report. Select more than one Event by holding down the **[Ctrl]** key and clicking on additional Event names.
- ◆ The **SET** field defaults to the current date. Enter the desired date or date range. Select **Both**, **AM**, or **PM** and enter a **time** if desired. Leaving the time blank will result in a report containing all events, regardless of time, on the specific date chosen.
- ◆ The **Sort** field allows the report to be sorted by Time, or by Office and Time.

Note: Press **[Clear]** to start over with the system defaults and begin selecting options again.

- ◆ When all Report Selections Options are correct, click **[Run Report]**.

STEP 4 The **Calendar Events Report** displays. (See Figure 2)

09/25/2002

10:00 AM

3-02-bk-00010-GLP Abraham Lincoln Chapter: 7

Stephen L. Meininger representing Abraham Lincoln (Debtor)
Mamie Davis (Trustee)

- Meeting of Creditors. 341(a) meeting to be held on 9/25/2002 at 10:00 AM at Courtroom 8B, Sam M. Gibbons U.S. Courthouse, 801 N. Florida Avenue, Tampa, Florida. Last day to oppose discharge or dischargeability is 11/25/2002. Proofs of Claims due by 12/26/2002.

09/26/2002

10:30 AM

3-02-00009-CTC Jack Zavacky Chapter: 7

Happy Johnson representing Jack Zavacky (Debtor)
Stephen L. Meininger (Trustee)

- Meeting of Creditors. 341(a) meeting to be held on 9/26/2002 at 10:30 AM at Courtroom 9A, Sam M. Gibbons U.S. Courthouse, 801 N. Florida Avenue, Tampa, Florida. Last day to oppose discharge or dischargeability is 11/25/2002.

09/30/2002

Figure 2

- ◆ For each case shown on the calendar, a hypertext link appears. Clicking the link will display the docket report for the selected case.
- ◆ Clicking on the silver ball next to each entry will display related entries, such as responses related to the motion on for hearing. The related entry screen will provide a document number link which will display the pdf image for each document.